

Position Vacancy:

# Federal Benefits Claims Representative

The U.S. Embassy in Tokyo is seeking individuals for three (3) positions of Federal Benefits Claims Representative in the Consular Section. These positions are being advertised pending funding availability.

**OPEN TO:** All interested parties  
**POSITION:** Federal Benefits Claims Representative (A32056 / A32047 / A32050)  
**OPENING DATE:** December 15, 2009  
**CLOSING DATE:** December 29, 2009  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** **Trainee Level**  
Ordinarily Resident FSN 7 ¥6,650,137 p.a.  
Not-Ordinarily Resident FP 7  
After one year of successful training, candidates may be promoted to the next grade level of FSN 8/ FP 6, after two years, they may be promoted to the  
**Full performance level:**  
Ordinarily Resident FSN 9 ¥10,428,220 p.a.  
Not-Ordinarily Resident FP 5 (step 1 –step 4)

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

**BASIC FUNCTIONS OF POSITION:**

At full performance level, the incumbent is responsible for developing and processing a full range of complex federal benefits claims work under supervisory and technical guidance. These cases frequently require comprehensive investigations to determine initial and continuing benefits eligibility. The incumbent prepares and submits complete adjudication packages to the US Social Security Administration for final action. In addition, the incumbent is responsible for any claims work involving the benefit programs of the Department of Veterans Affairs, the Office of Personnel Management, the Railroad Retirement Board, and the Department of Labor.

**QUALIFICATIONS REQUIRED:**

**Trainee Level**

Selected candidates must be able to attend a 13-week Foreign Service Nationals Claims Representative training class in Baltimore, Maryland in May 2010, or they will not be considered for this position.

1. **Education:** 4 year university degree in social sciences, languages, sciences, business administration, public administration, or related fields.

2. Prior Work Experience: At least one year of progressively responsible experience in work involving the application of regulatory material along with public contact or other related experience.
3. Language Proficiency: Level IV\* (fluent) English and Japanese.
4. Skills and Abilities: Ability to use tact and sound judgment in dealing with the public; ability to work independently; good writing and interviewing skills; ability to develop and maintain a wide variety of outside contacts; keyboard skills.

### **Full Performance Level**

1. Education: 4 year university degree in social sciences, languages, sciences, business administration, public administration, or related fields.
2. Prior Work Experience: 3-5 years of progressively responsible experience in work involving the application of complex regulatory material along with extensive public contact or other closely related experience. Three years of the foregoing experience is acceptable only if acquired in the performance of federal benefits claims representative work.
3. Language Proficiency: Level IV\* (fluent) English and Japanese.
4. Knowledge:
  - General knowledge of Japanese laws relating to taxation, marriage, divorce, estate and inheritance, adoption, legitimization, health and social insurance, and banking provisions.
  - Knowledge of US Federal Benefits Programs.
5. Skills and Abilities: Ability to use tact and sound judgment in dealing with the public; ability to work independently; good writing and interviewing skills; keyboard skills.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

### **TO APPLY:**

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.

5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates' claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

#### **SUBMIT APPLICATION TO:**

Minako Morimoto  
Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818  
Or by email: [tokyorecruitment@state.gov](mailto:tokyorecruitment@state.gov)

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

#### **DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. US Citizen Eligible Family Member (USEFM): A USEFM is i) a US citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

***CLOSING DATE: December 29, 2009***